



Making Selections Using the New CHART Certificate Tool






Creating an Account



- Go to <https://chart.donhr.navy.mil/CHART/admin/adminhome.asp>
- Click on **Need to create and Account** and complete the information.
 - ◆ Hint: Please use your Navy email address.
 - ◆ You will need to wait until your account is activated before proceeding further.
 - ◆ Keep your user ID and password information for future use.
- To log in.... Enter your User ID (email address) and password and click **Login**.



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Administrator Home
Enter Your User ID (Email Address) and Password Below to Login

User ID (Email Address)

Password

[Forgot your password?](#) or [Need to create an Account?](#)

Login


Quick Tips
Need to Create an Account?
Once you establish an account, your account will be approved or disapproved by an administrator. If your account is approved, you will have access to the areas of the site that you will need.
Forgot your Password?
If you forgot your password, click here to have your Password Hint sent to your email address on file.



Certificate Builder



- Click on [Certificate Builder](#)



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Administrator Menu

- [Create & Edit Announcements](#)
- [Certificate Builder](#)
- [My Account](#)



Certificate Tools



- Click [Selecting Official Search for Open Certificate](#)

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Certificate Tools
Click on the Tool You Wish to Use.

1. [Selecting Official Search for Open Certificates](#)
2. [Approving Official Search for Open Certificates](#)

Quick Tips


Selecting Official Search
This link is used by the Selecting Official/HRO to locate their certificates for action. From this link they can view the certificate, review resumes, make selections, identify alternatives and record comments.

Approving Official Search
This link is used by the Approving Official/HRO to locate and approve certificates that need additional review and approval.

Locating your Certificate



- Enter **Certificate Number** – Copy and paste from email
- Check out the **Quick Tips** on this page and any other page that has them.. They provide useful information
- Click **Search for Certificate**



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Selecting Official/HRO Certificate Search

Enter the number of the Certificate you wish to view and then click Search for Certificate.

[previous](#)

Enter Certificate Number:

[Search for Certificate](#)

Quick Tips

Certificate Search Instructions
Enter the Certificate Number and click the Search for Certificate button to view your certificate.

Certificate Number
Enter the Certificate Number exactly as provided by the HR Office.

Number of Certificates
You may only locate one certificate at a time. If the HR Office has generated multiple certificates for your vacancy, you will have to search individually for each certificate.

Selection Instructions
Please read completely all the instructions provided on the certificate. The certificate will identify any special selection or consideration requirements.

Utilizing the Applicant Email Function
You can email applicants close out letters or notification of selection by clicking in the box next to the name of the applicant(s) you wish to email and then using the Applicant Email button.

Printing the Certificate and Resumes for Your Records
To print a "clean" copy of the certificate without action buttons, use the Print View of Certificate button in the upper right hand corner of the certificate and then print. To mass print the resumes of all the applicants referred on the certificate, click the Print Resume button.

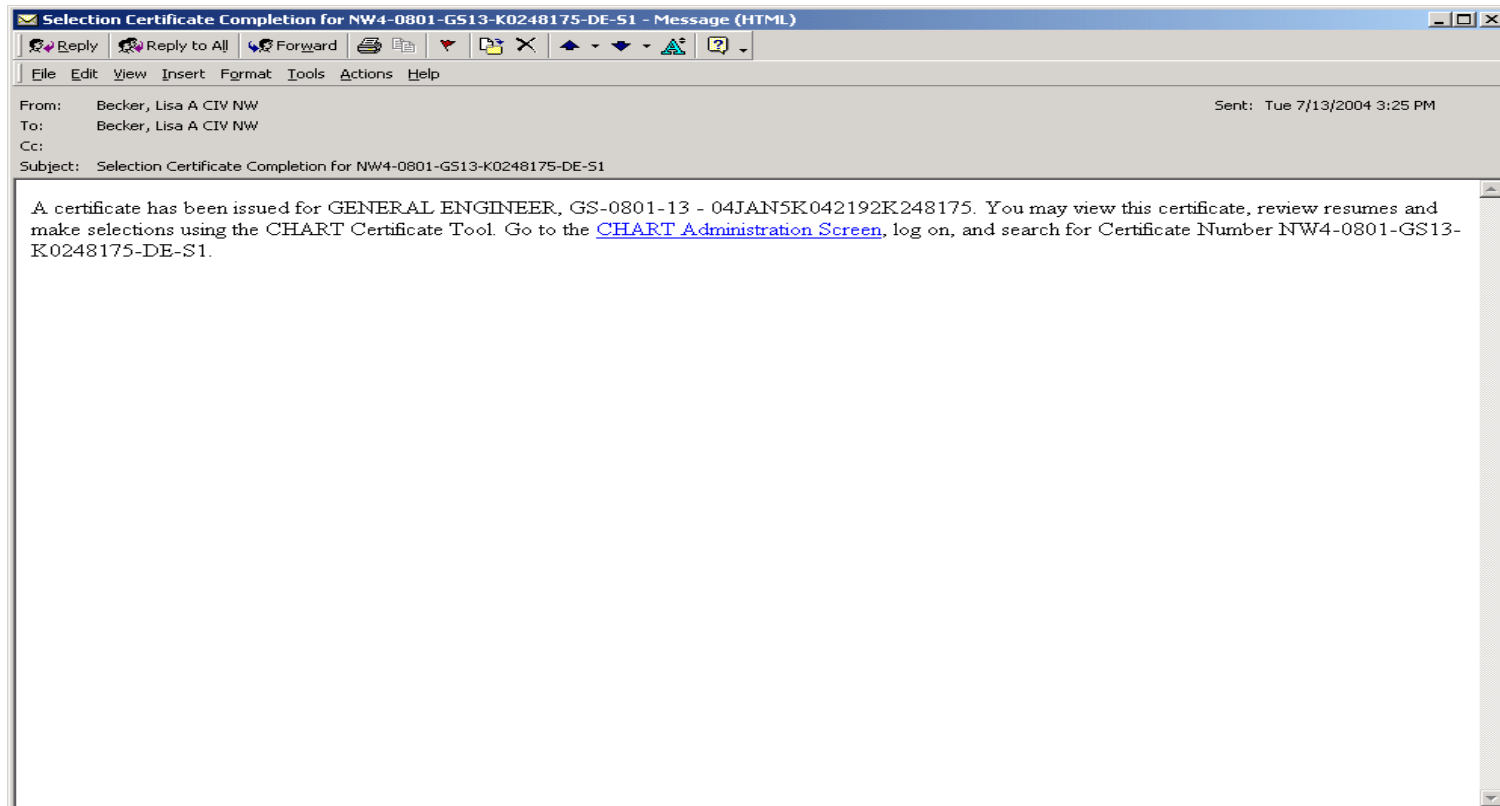
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Sample Email Message



- Email message notifying you that certificate is ready.
- Provides link to admin site
- Provides Certificate Number which you can copy and paste from






The Certificate



- Read the Instructions
- To print certificate use **Print Certificate** Button
- To “mass” print resumes use **Print Resume** Button




No Limits, No Bounds

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Human Resources Service Center, NORTHWEST
3230 NW Randall Way NW
Silverdale, WA 98383

DE PROFESSIONAL CERTIFICATE

Privacy Act data found on documents accompanying this certificate must be safeguarded

Certificate Number:	NW4-0801-GS13-K0248175-DE-S1	Date Issued:	7/13/2004
# of Vacancies:	1	RPA Number:	04JAN5K042192K248175
Position Title:	GENERAL ENGINEER	PPP #:	
PP/Series/Grade:	GS-0801-13	Target Grade/Level:	GS-13
Duty Location:	NAVSEA OSF WASHINGTON DC DC	Org Code:	07Q4
Recruitment Type:	Career/Career-Conditional	Selecting Official:	Steve Southard
HRSC Recruiter:	Thompson, Patricia	Phone:	202-781-1534
Recruiter Phone:		Expiration Date:	

Instructions:

1. Initial Selection must be made from the highest three eligibles available for appointment (referred to as the "Rule of Three"), however, you may not pass over a preference eligible (applicant with CPS, CP, XP or TP category designation) to select a nonpreference eligible (NV) with the same or lower score. Selections for second and succeeding vacancies must also be made applying the "rule of three" as stated above. When an eligible on this certificate has been within reach for selection three times and other eligibles were selected instead, the non-selected eligible may be eliminated from further consideration. Name requests or request to pass over veteran preference candidates cannot be honored without first contacting your Human Resources Representatives for assistance.

Print Certificate
Print Resume

Instructions

The Certificate – Con't

- RNO data provided to assist you in fulfilling your affirmative action responsibilities
- Click on an [applicant name](#) to view or print a single resume
- Click in [Email Box](#) if you want to email applicant regarding availability

This referral list contains the following categories of applicants. This information is provided to assist you in fulfilling your affirmative action responsibilities.

4 Males 2 Females 0 Unknown

0 American Indian/Alaskan Native
0 Asian/Pacific Islander
0 Black
0 Hispanic
5 White
1 Balance

Candidates: [?](#)

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may provide a statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Click on a name to
view resume

	Phone	Rating	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason	Email
	(410) 867-1239	95	TP	97		Not Selected		N/A	<input type="checkbox"/>
	(443) 249-0476	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Waters, Darrell	9431 (757) 934-8374	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Rowson, Amber	3095 (703) 505-1619	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Wittick, Brian	7621 (314) 430-8381	80	NV	81		Not Selected		N/A	<input type="checkbox"/>
Mccullough, Mildred	8195 (703) 541-0662	70	NV	71		Not Selected		N/A	<input type="checkbox"/>
Select All Emails									<input type="checkbox"/>

E-mail box

Emailing the Applicant

- Click in the **Email Box** next to the applicants you wish to email
- Click the **Send Applicant Emails** button
- Click **Ok** to the pop up and then click the **Send Applicant's Email** button again

<u>Vittick, Brian</u>	7621	(314) 430-8381	80	NV	81	Not Selected		N/A	<input type="checkbox"/>
<u>Mccullough, Mildred</u>	8195	(703) 541-0662	70	NV	71	Not Selected		N/A	<input type="checkbox"/>

Select All Emails ☐

Was a selection made from this certificate?

Does this selection need to be approved by a reviewing official?

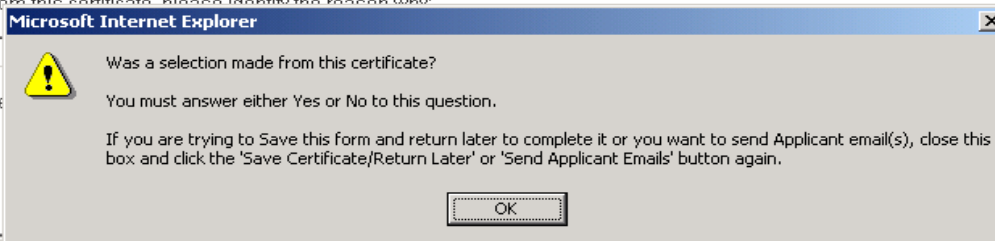
Certificate Survey Questions:

1. If you did not make a selection from this certificate, please identify the reason why:
N/A

2. How satisfied are you with this certificate?
N/A

3. If you have selected a rating of 1 or 2, please provide a brief explanation:
N/A

4. Add any additional information you wish to convey in the comments box below:





Emailing Applicants Con't




- Auto populates **Email Recipient** names selected
- Enter **Email Subject**
- Add to, modify or just keep the **Email Body**
- Click the **Send Email** button

Applicant Emails	Quick Tips
<p>Enter the Required Information Below to Send Applicant Emails.</p> <p>Please enter the required information below to send an email message to selected applicants for your Selection Certificate, NW4-0801-GS13-K0248175-DE-S1.</p> <p>Email Recipient(s):</p> <div>robert.m.bauer@navy.mil, dkwatersx2@charter.net, amber.rowson@ps.net</div> <p>From Email Address:</p> <div>yujung.hwang@navy.mil</div> <p>Email Subject:</p> <div></div> <p>Email Body:</p> <div>Dear Applicant, Congratulations! Your resume on file with Department of the Navy has been forwarded for selection consideration for the position of GENERAL ENGINEER, GS-0801-13. This position is located at NAVSEA OSF WASHINGTON DC DC, 07Q4.</div> <div>If you would like additional information about this position, please contact Steve Southard at 202-781-1534.</div> <p><input type="button" value="Send Emails"/> <input type="button" value="Cancel"/></p>	<p>Recipient Block In the Recipient block, confirm or add additional email addresses of those individuals you wish to forward this message to.</p> <p>From Block Please verify your email address or the address you want to send this message from in the From block.</p> <p>Multiple Email Addresses for Recipient Block More than one email address can be entered by using a comma between each address. Do Not enter more than one email address in the From Block</p> <p>Email Body Add your email message in the email body.</p> <p>Submission Instructions Click the "Send Email" button at the bottom of the page.</p>

Making a Selection



- Use the **red** question mark help button for specific instructions and hints
- Use the pull down menus to identify your selections, alternatives and order of offers
- Indicate if a selection was made or not
- Identify if an additional review and approval is needed

Candidates: 

Help

Click on the Applicant's name to view their resume. Identify your selection(s) and alternative selection(s) using the **Selection Action** and **Selection Order** menus. If an applicant declines an interview, fails to respond to communication or otherwise indicates their unavailability for consideration, please use the **Reason** menu to capture this. **Note:** Should one of your applicants decline consideration, the preferred documentation is a written statement from the applicant. However, if the declination was made orally, you may prepare a written statement of the applicants' declination and provide it in the Comments section below. Click on the red question mark above for additional instructions and definitions.

Name	SSN	Phone	Rating	Vet Pref	SSN-Tie	Category	Selection Action	Selection Order	Reason	Email
Anderson, David	3043	(410) 867-1239	95	TP	97		Not Selected		N/A	<input type="checkbox"/>
Bauer, Robert	9370	(443) 249-0476	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Waters, Darrell	9431	(757) 934-8374	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Rowson, Amber	3095	(703) 505-1619	90	NV	91		Not Selected		N/A	<input type="checkbox"/>
Wittick, Brian	7621	(314) 430-8381	80	NV	81		Not Selected		N/A	<input type="checkbox"/>
McCullough, Mildred	8195	(703) 541-0662	70	NV	71		Not Selected		N/A	<input type="checkbox"/>

Select All Emails ☐

Was a selection made from this certificate? ☐

Does this selection need to be approved by a reviewing official? ☐ No



Completing your Selection



- Answer **Questions 1 through 3**
- Identify any additional comments
- Click **Save Certificate/Forward for Action** button to electronically sign and generate a notification email

Certificate Survey Questions:

1. If you did not make a selection from this certificate, please identify the reason why:

N/A

2. How satisfied are you with this certificate:

N/A

3. If you have selected a rating of 1 or 3, please identify what areas you were specifically dissatisfied with:

N/A

4. Add any additional information you wish to convey in the comments box below:

Save Certificate/Return Later

Save Certificate/Forward for Action

Send Applicant Emails

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Deputy Assistant Secretary of the Navy (Civilian Human Resources)
This is an Official U.S. Navy Web Site



Forwarding Email for Action



- Enter the Recipient(s) – HRO/HRSC, etc
- Enter or modify the **Email Subject** and/or **Email Body Text**
- Click **Send Email** button to send the “certificate is ready for action” email

Quick Tips	
Recipient Block In the Recipient block, confirm or add additional email addresses of other individuals you wish to forward this notification to.	
From Block Please verify your email address in the From block.	
Multiple Email Addresses for Recipient Block More than one email address can be entered by using a comma between each address. Do Not enter more than one email address in the From Block or the CC Block.	
Email Body Add any additional e-mail text in the email body below.	
Submission Instructions Click the “Send Email” button at the bottom of the page.	


Enter the Required Information Below to Send an Email Notice for the Certificate to a Reviewing Official.	
Your Selection Certificate, NW4-0801-GS13-K0248175-DE-S1, has been successfully saved with your selection actions. Enter the required information below to send an email notice for approval to the reviewing official.	
Email Recipient(s):	<input type="text" value="Enter Approving Official or HRO or HRSC"/>
Email CC (HR Recruiter):	<input type="text" value="lisa.becker@navy.mil"/>
From Email Address:	<input type="text" value="lisa.becker@navy.mil"/>
Email Subject:	<input type="text" value="Certificate Selection/Approval for NW4-0801"/>
Email Body:	<div><div>A selection has been made for GENERAL ENGINEER, GS-0801-13 - 04JAN5K042192K248175 and requires additional review and approval. You may view and approve this certificate on the CHART Certificate tool. Go to the CHART Administration Screen, log on, and search for Certificate Number NW4-0801-GS13-K0248175-DE-S1.</div></div>
<input type="button" value="Send Email"/>	



Does the Certificate Require Additional Approval



- If the Certificate requires an additional approving or review signature then the approving official logs on and:
- Clicks [Approving Official Search for Open Certificate](#)



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Certificate Tools

Click on the Tool You Wish to Use.

1. [Selecting Official Search for Open Certificates](#)
2. [Approving Official Search for Open Certificates](#)

Quick Tips

Selecting Official Search

This link is used by the Selecting Official/HRO to locate their certificates for action. From this link they can view the certificate, review resumes, make selections, identify alternatives and record comments.


Approving Official Search

This link is used by the Approving Official/HRO to locate and approve certificates that need additional review and approval.

Locating the Certificate to Approve



- Enter **Certificate Number** – Copy and paste from email
- Click **Search for Certificate**



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Approving Official Search for Open Certificates

Enter the CHART Certificate Number Below.

[previous](#)

Enter Certificate Number:

Quick Tips

Certificate Search Instructions
Enter the Certificate Number and click the Search for Certificate button to view your certificate.

Certificate Number
Enter the Certificate Number exactly as provided by the HR Office.

Number of Certificates
You may only locate one certificate at a time. If the HR Office has generated multiple certificates for your vacancy, you will have to search individually for each certificate.

Approving a Certificate
Enter the Certificate Number and click the Search for Certificates button to locate your certificate. Once it opens, scroll to the bottom and either approve or disapprove the selection. Then click the Submit Decision and Forward for Action button.

Utilizing the Applicant Email Function
You can email applicants close out letters or notification of selection by clicking in the box next to the name of the applicant(s) you wish to email and then using the Applicant Email button.

Printing the Certificate and Resumes for Your Records
To print a "clean" copy of the certificate without action buttons, use the Print View of Certificate button in the upper right hand corner of the certificate and then print. To mass print the resumes of all the applicants referred on the certificate, click the Print Resume button.

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Approving and Signing the Certificate



- Although a “I do not approve the above certificate selection” is available it is not intended that it would be used. It is anticipated that any problems a reviewing/approving official may have with a selection will be worked out prior to the official approving the signature.
- Click the **Submit Decision and Forward for Action** button to approve and electronically sign the certificate.

Rowson , Amber	3095	(703) 505-1619	90	NV	91	Not Selected	N/A
Wittick , Brian	7621	(314) 430-8381	80	NV	81	Not Selected	N/A
Mccullough , Mildred	8195	(703) 541-0662	70	NV	71	Not Selected	N/A

Was a selection made from this certificate? Yes

Does this selection need to be approved by a reviewing official? Yes

Certificate Survey Questions:

1. If you did not make a selection from this certificate, please identify the reason why: **N/A**
2. How satisfied are you with this certificate: **N/A**
3. If you have selected a rating of 1 or 3, please identify what areas you were specifically dissatisfied with: **N/A**
4. Add any additional information you wish to convey in the comments box below:

☒ I approve the above Certificate
☐ I do not approve the above Certificate

Submit Decision and Forward for Action

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- Enter the Recipient(s)
- Enter or modify the **Email Subject** and/or **Email Body Text**
- Click **Send Email** button

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CHART Home
Logout

Approve and Forward Certificate to HR

Enter the Required Information Below to Send an Email Notice for the Certificate to HR.

Your Selection Certificate, NW4-0801-GS13-K0248175-DE-S1, has been successfully saved.

Email Recipient(s):

From Email Address:

Email Subject:

Email Body:

An approval has been submitted for GENERAL ENGINEER, GS-0801-13 - 04JAN5K042192K248175. You may view and close this certificate on the CHART Certificate tool. Go to the CHART Administration Screen, log on, and search for Certificate Number NW4-0801-GS13-K0248175-DE-S1.

Quick Tips

Recipient Block
In the Recipient block, confirm or add additional email addresses of those individuals you wish to forward this notification to. The Selecting Official and HR Recruiter should auto-populate.

From Block
Please verify your email address in the From block.

Multiple Email Addresses for Recipient Block
More than one email address can be entered by using a comma between each address. **Do Not** enter more than one email address in the From Block

Email Body
Add any additional e-mail text in the email body below.

Submission Instructions
Click the "Send Email" button at the bottom of the page.



That's It



- Wait for contact from HRO/HRSC on the results of the offer